

SEATTLE FIRE DEPARTMENT



The mission of the Seattle Fire Department is to prevent the loss of life and property resulting from fires, medical emergencies, and other disasters. We accomplish our mission through highly trained firefighters, a focus on fire prevention and education, and nationally recognized emergency medical skills. For over 50 years, the Seattle Fire Department has offered fire prevention education services to the citizens of Seattle.

Seattle Fire Dept,
Fire Prevention Division
220 3rd Avenue South
Seattle WA 98104
www.seattle.gov/fire

The Seattle Fire Department is an Equal Opportunity Employer

POSITION ANNOUNCEMENT

Public Education Specialist

We are currently seeking a Public Education Specialist for the Seattle Fire Department's Fire Prevention Division. Public Education staff are primarily responsible for fire prevention education and outreach services in the City of Seattle. Education Office personnel had over 600,000 in-person, phone or literature contacts during the year 2005. Through a series of media events and awareness campaigns, approximately 3.6 million educational message contacts were made through local TV, radio and print media.

POSITION DUTIES Develop, implement, and evaluate fire and injury prevention programs for school, business and community groups. Deliver educational and informational presentations to business and community groups on a variety of fire and injury prevention topics. Conduct special training for targeted populations. Develop and evaluate age-appropriate educational curriculum and instructional programs for various age groups and target audiences. Coordinate fire and injury prevention/safety outreach campaigns utilizing Fire Department resources, community resources, outside agencies, and the media. Prepare, edit, design and coordinate production of a variety of educational materials such as brochures, newsletters, handouts, and multimedia presentations. Plan and implement promotional activities in support of prevention and community programs such as production of advertising, press releases, newsletters, special mailings and other promotional materials. Upon request, assist members of local media with fire related stories, offering proactive fire safety and prevention information. Provide local media with press releases and public service announcements in support of national safety campaigns and local education programs. Analyze fire incident reports and related statistics for identification of local fire problems. Work with communities, businesses and individuals to identify fire problems and develop educational strategies to address problems and implement solutions. Provide training and education to private industry regarding the preparation of fire emergency plans. Review, evaluate and refer for approval fire emergency plans submitted

(over)

from selected occupancies. Respond to inquiries from the public to provide information about fire prevention techniques and programs, make recommendations about fire response procedures; research and resolve problems. After receiving training, provide assessment and educational intervention services for youth referred to the Department's firesetting intervention program. Represent the Department at community events. Schedule Operations Division to be present at selected school and community events.

MINIMUM REQUIRED QUALIFICATIONS One year of experience in planning and delivering public education programs and a Bachelor's Degree in English, Education, Communications or a related field. Experience in working with individuals from a variety of cultural and ethnic backgrounds. Excellent customer relations, interpersonal communication, and teamwork skills. Washington State Driver's License. Ability to work occasional evenings or weekends and outdoors in inclement weather.

DESIRED QUALIFICATIONS Three or more years experience in developing and implementing community education and outreach programs. Master's Degree in Education, Communications, or a related field. Familiarity with developing and presenting age-appropriate learning opportunities for preschool through secondary aged students. Ability to assess target audiences and formulate effective educational strategies based on audience characteristics. Experience in use of Pagemaker, Photoshop, Microsoft Office applications and electronic educational media. Experience in working with at-risk youth. Familiarity with fire and injury prevention issues, resources and techniques. Knowledge of common educational evaluation methods. Ability to multi-task, prioritize projects, and respond to urgent Departmental needs when they arise. Comfortable working as a member of a professional, customer service-oriented team within a paramilitary agency. Excellent public presentation, speaking and writing skills. Knowledgeable regarding presentation for television and other public media. Ability to facilitate successful partnerships between different organizations, cognizant of existing cultural differences.

ADDITIONAL REQUIREMENTS

- A background check will be required for candidates selected for this position.
- Candidates selected for this position may be required to wear a uniform at times.
- A driver's license will be required for candidates selected for this position.
- Ability to lift 50 pounds

HOW TO APPLY

Seattle Fire Department

Public Education Program Specialist

Starts at \$22.13 to \$25.74 an hour (DOE)

Job #FIR-701762

Submit application via the Seattle City Jobs website: www.seattle.gov/jobs

Applications accepted September 3 - 24, 2006.